

ARIZONA PROCUREMENT QUARTERLY

A Publication of the Arizona State Procurement Office

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A document standardization initiative is in progress at the State Procurement Office. The project will result in a consistent, uniform look and feel for all SPO communications, including solicitations, amendments, and business communications. Staff from across SPO are participating in the team effort.

Here at the State Procurement Office (SPO) we hope that everyone's new year is off to a great start. We are excited to present our first ever newsletter! Every quarter, SPO's Arizona Procurement Quarterly (APQ) will provide information

about upcoming procurement events, changes in policy and any other information relevant to procurement within the State. This newsletter, along with any future issues can be accessed at: <http://spo.az.gov/>.

Ushering in a New Era: Procurement Reform

Ensuring a consistent, fair and transparent process: This is the goal of Arizona Procurement Reform (House Bill 2599), which became effective on September 13, 2013. Inspired by Governor Brewer's four cornerstones of reform during the 2013 legislative session, the bill allows for much needed updates to the Arizona Procurement Code, originally adopted in 1984. With the direction of the Arizona Department of Administration (ADOA) and the State Procurement Office (SPO), Procurement Reform is delivering greater quality and value to the citizens of Arizona through transparency, accountability, efficiency and cost savings.

Procurement Reform will benefit taxpayers by providing cost savings through aggregate buying, speeding up purchasing processes and eliminating redundancies. One example is piggy-back purchasing, which allows the state to purchase from other local governments' and nationwide cooperative contracts.

The bill also expanded the definition of lobbying to include attempting to influence the procurement of materials services or construction, and defined significant procurement roles among employees to eliminate a potential conflict of interest. See page 3 for information about Significant Procurement Role.

Under Procurement Reform, the ADOA's authority is expanded to enhance policy implementation and provide management in order to heighten consistency in public procurement across the vast network of state agencies. This includes establishing a compliance program (see page 3 for more information) and developing a training and certification program that will be mandatory for all state procurement professionals. Both the compliance and training programs are scheduled to launch in July 2014.

Please visit the Procurement Reform page on SPO's website: <http://www.spo.az.gov/ProcurementReform/index.html>. While you're there, click on "2013 AZ Procurement Reform CBT" under Reform News to view the online training module.

We hope you share in our enthusiasm as we continue to implement HB2599, which is sure to have widespread and lasting implications for procurement in the State of Arizona.



State Procurement Administrator, Jean A. Clark Retiring

Over the last 30 years, Jean Clark has made vast contributions in the field of public procurement at both the local and state levels. She has served for over nine years with the Arizona State Procurement Administrator responsibilities, and as the Deputy for four years prior.

Jean currently serves in the role of Treasurer on the Universal Public Procurement Certification Council Governing Board, and previously held the positions of President of the National Institute of Governmental Purchasing (NIGP), Inc., President of the Arizona State Capitol Chapter of NIGP, and President of the National Electronic Commerce



Coordinating Council. Over her career, Jean has received the prestigious National NIGP Buyer of the Year Award and is the only procurement professional to be named the National NIGP Manager of the Year

twice. In 2011 she received the Albert H. Hall Memorial Award, NIGP's highest recognition for her lifetime contributions to the public procurement profession, and in 2012 received the Public Policy Leader of Year Award for Government. We thank Jean for all her great service to the State and wish her luck in all of her future endeavors!

Get to know SPO

With Procurement Reform, the Arizona State Purchasing Cooperative is now open to nonprofit organizations.

In total, the co-op membership boasts 278 educational institutions, 161 political subdivisions and 116 nonprofit organizations.

The co-op's spend for fiscal year 2013 was over \$307 million, with over 350 vendors.

Learn more about membership by clicking "Cooperative Procurement" on SPO's website: <http://spo.az.gov>.

Deputy State Procurement Administrator, Barbara Corella

On January 6, 2014, Barbara M. Corella, formerly Support Services Branch Chief at the Arizona Game and Fish Department, became the Deputy State Procurement Administrator. Barbara has a wealth of knowledge and experience including stints with ADOA's State Procurement Office ('89-'98), the Governor's Office for Excellence ('98-'00)



and multiple roles at Game and Fish ('00-'14).

Barbara holds an MBA from the University of Phoenix and an undergraduate degree in Purchasing/Material Management from Arizona State. She has earned a number of professional designations and has been active with the National Institute of Governmental Purchasing.

Welcome aboard, Barbara!

Strategic Contracts: Unlocking Purchasing Power for AZ

The State Procurement Office has provided cooperative contract opportunities to members since the early 1980's. We continue to improve and expand our contract portfolio offering to meet changing demands.

Our goal has always remained constant: To acquire services, commodities, equipment and construction at a competitive price, while ensuring a consistent, fair and transparent procurement process.

The following statewide contracts will be

awarded soon:

- Industrial Supplies - tentative award January 31, 2014
- Equipment Maintenance Services - tentative award January 29, 2014
- Cloud Services - tentative award February 2014

SPO's Strategic Contracts team is also currently soliciting for PC Hardware to replace the current WSCA PC Hardware contract. Other pending solicitations include Document Imaging and IT Research Services.

Significant Procurement Role

The State Procurement Office has issued a new Technical Bulletin for Significant Procurement Role (SPR), reflecting changes to the definition of SPR as a result of Procurement Reform.

To help clarify the changes, SPO has answered the most common questions about SPR in a document available on the Procurement Reform website: <http://www.spo.az.gov/ProcurementReform/index.html>.

Additionally, SPO is developing an online training module to help State employees, vendors and lobbyists learn more about what Significant Procurement Role means. The computer-based training will be available on the Procurement Reform website beginning February 1, 2014.

“ Does significant procurement role involve anyone that touches any aspect of a procurement? ”

No. Significant procurement role includes the procurement staff assigned the specific solicitation, evaluation team members, and technical advisors. Additionally, employees required to sign a nondisclosure agreement, having access to confidential information or deliberations, determining which suppliers to contact for quotes, determining or approving the specifications, preparing an evaluation tool or the importance of the evaluation criteria, or determining which supplier to award have a significant procurement role. Employees having a significant procurement role must file SPO Forms 110 or 120, depending on their normal job duties and the particular solicitation. Non-state employees are required to file a conflict of interest disclosure.

View more answers to common SPR questions, visit the Procurement Reform website at <http://www.spo.az.gov/ProcurementReform/index.html>.

The State of Compliance in Arizona Procurement

The development of SPO's new compliance program is well underway! A special *THANK YOU* to all of the CPOs and their delegates who have spent many hours participating in compliance focus groups as we have fine-tuned several aspects of the program. Your efforts help make this a program that is valuable to everyone.

The pilot compliance program is anticipated to begin March 1st, 2014 in SPO, with full rollout July 1st, 2014. Some of the key components of the program will include a rebuild of the compliance webpage as a focused hub of resources and updates, a new "E-Comply" link for compliance reporting,

self-assessment tools, and a Procurement Performance Review based on a schedule determined by the State Procurement Administrator.

Emphasis at all stages of the compliance program is placed heavily on training and collaboration. In a coordinated effort with SPO's new Chief Learning Officer, the compliance program is geared to identify, and remedy, training needs in the field. Finally, the compliance program is not exclusive to internal monitoring, but will also include elements to help identify and address non-compliance and training needs of our vendor community.

Upcoming SPO Events

Monday, January 27

Agency Directors Procurement Reform Quarterly Meeting
10:00am—11:00am, ADOA Conference Room 300

Tuesday, January 28

Agency Chief Procurement Officer Semi-Annual Meeting
2:00pm—3:00pm, ADOA Conference Room 300

Wednesday, January 29

Set Aside Committee Quarterly Public Meeting
1:30p—3:00pm, ADOA Conference Room 300

Wednesday, February 12

Jean Clark's Retirement Party
2:00pm—5:00pm, ADOA Conference Room 300

Upcoming Bid Openings

Bid #	Alternate Id	Description	Bid Opening Date
ADHS14-00003770		Laboratory Microscopes Maintenance and Repairs - RFQ	01/27/2014 3:00 PM
COCO14-00003712	Bid 2014-02	Automotive and Equipment Oil and Lubricants	01/28/2014 2:00 PM
ADOT14-00003535		Demolition Services, Statewide	01/28/2014 3:00 PM
ADOC14-00003779	P0147318	Firearms Cleaning and Lubricating System System for ASPc-ewis (ADC No. 14-092-14)	01/28/2014 3:01 PM
AGFD14-00003746		20' ALUMINUM BOAT w/ENGINE & TRAILER	01/29/2014 3:00 PM
ADSP014-00003629		Pharmacy Benefit Management Services	01/29/2014 3:00 PM
ADOT14-00003400		Paratransit Cutaway Vans with Wheelchair Lifts and Ramps including Registration/Licensing & Delivery	01/29/2014 3:00 PM
ADJC14-00003734		Hats, Safari (J14032)	01/29/2014 3:01 PM
COCHA14-00003723	HO4-745-3342	City of Chandler Parking Lot Sealcoat and Striping Family Sites	01/30/2014 2:00 PM
ADES14-00003774		Vehicle Modification Equipment Maintenance and Repair Services	01/30/2014 3:00 PM
ADOT14-00003397		Construction of De-Icer Storage Buildings	01/30/2014 3:00 PM
ADOT14-00003761	RX VQ0219	Asphaltic Concrete (Hot Mix) Plant Pick-Up and Delivery Statewide	01/30/2014 3:00 PM
ADOT14-00003722		Traffic Cones	01/30/2014 3:00 PM
ADOT14-00003714		Temporary Reflective Pavement Markers	01/30/2014 3:00 PM
ADOT14-00003669	FC0709	On the Job Training Supportive Services Program Support and Training Services	01/30/2014 3:00 PM
ADJC14-00003757		Shoes, Velcro Closure (J14040)	02/03/2014 3:01 PM
COCO14-00003743	RFP 2014-102	Design, Printing and Mailing of Semi-Annual Citizen Newsletter	02/04/2014 2:00 PM
ADOC14-00003756		IPC Renovation Project Rincon Unit, ASPC-Tucson (14-089-14)	02/04/2014 3:01 PM
ADOC14-00003751		Arizona Polygraph Examinations for Arizona Department of Corrections & ADJC 14-083-19	02/04/2014 3:01 PM
PARKS14-00003755	PR14-070	Maintenance and Repair for the Dam at Patagonia Lake	02/05/2014 3:00 PM
PARKS14-00003749	PR14-020	CONCESSIONAIR FOR FOOL HOLLOW	02/05/2014 3:00 PM
ADEQ14-00003705		Safety Training	02/05/2014 3:00 PM
ADOT14-00003503		Retroreflectometer	02/05/2014 3:00 PM
ADSP014-00003780		Early Childhood Books	02/06/2014 3:00 PM
AGFD14-00003738		Construction Services Arivaca Lake Boating Facilities Project -IFB	02/06/2014 3:00 PM
COCHA14-00003729	CS4-966-3340	City of Chandler Printing of Breaktime Magazine	02/06/2014 3:00 PM
ADSP014-00003763		Library Database	02/07/2014 3:01 PM
ADSP014-00003771		Brochure Holder	02/11/2014 2:00 PM
ADED14-00003735	P0145226	Professional Development for Academic Content and Supports for all Learners	02/12/2014 3:00 PM
ADOT14-00003668	RX DK0256	Presort Mailing Services	02/12/2014 3:00 PM
ADED14-00003772	P0146874	Statewide Warehousing and Delivery of USDA Foods	02/13/2014 3:00 PM
ADSP014-00003466		Energy Performance Contracts	02/13/2014 3:01 PM
ADSP014-00003762		Arizona eBook Platform	02/14/2014 3:01 PM
COCO14-00003768	RFP 2014-103	County Fair Concessionaire for Alcohol Sales	02/18/2014 2:00 PM
COCHA14-00003794	IT4-204-3346	City of Chandler IT Enterprise Data Storage Solutions	02/19/2014 4:00 PM
COCHA14-00003778	WW1413-201	City of Chandler OWRF Process Improvements Design Services	02/20/2014 4:00 PM
MOHA12-00003783		RFP 7-1314 Banking Services	02/21/2014 4:30 PM
COCHA14-00003791	ST1306-201	City of Chandler Queen Creek Road Improvements Design Services	02/24/2014 4:00 PM
AAGO14-00003785		HOUSING OPPORTUNITY for SERVICE DISABLED VETERANS	02/26/2014 3:00 PM
ADSP014-00003731		Employee Benefits - Health	03/04/2014 3:01 PM

State Procurement Office

Located within the Arizona Department of Administration, SPO serves as the State's central procurement authority and is responsible for the authorization, oversight and management of the contracting and purchasing activities of the State.

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We welcome your feedback regarding what you might like to see in future newsletters. Please send comments and suggestions to Matthew.Miles@azdoa.gov



Vendors, register on ProcureAZ to receive notifications about future solicitations.

Visit <http://www.spo.az.gov/ProcureAZ/Vendors/default.asp> to view FAQs, user guides and a webinar developed specifically for vendors.

The ProcureAZ Help Desk can be reached at 602-542-7600 or procure@azdoa.gov, Monday through Friday from 8:00am to 5:00pm MST.

ProcureAZ Training Schedule

State Employees

(Registration opens in Y.E.S. at the beginning of each month)

Contract Management

9am–12pm: 1/16, 2/13, 4/17

Solicitations

9am–2pm: 1/30, 3/13

On/Off Contract Ordering

9:30am–12pm: 1/23, 2/20, 3/20, 4/24

Vendors

(Registration is posted as a News Item in ProcureAZ at the beginning of each month.)

Vendor Training Webinar

10am–12pm: 1/30, 2/27, 3/27

Get to know SPO

In 2013 the ProcureAZ Help Desk handled over 8,000 requests for assistance, with more than 6,800 from vendors.

70% of all requests came in via telephone, 26% came in via email and 4% came from walk-in traffic.